

*File: DDA*

*DDA-78-4084*

ODP 8-1908  
24 OCT 1978

*file ODP  
Follow-Up*

MEMORANDUM FOR: Deputy Director for Administration  
FROM : Clifford D. May, Jr.  
Director of Data Processing  
SUBJECT : Full-Time External Training -  
[REDACTED]

STATINTL

1. Action Requested: Paragraph four below contains a recommendation that you approve one semester of full time external academic study for Mr. [REDACTED]

STATINTL

[REDACTED]

3. Mr. [REDACTED] has requested approval to spend the January 1979-April 1979 academic semester in full time study at [REDACTED]. He proposes to complete the following five courses during the semester.

- o BUAD 202-Managerial Accounting-Preparation of accounting reports and analysis for use by management in planning and controlling operations.
- o BUAD 262-Statistical Analysis II-A continuation of BUAD 261. Topics covered include: methods of statistical inference - estimation and hypothesis testing, properties and applications of the t, chi square and f distributions, etc.

- o BUAD 312-Data Base Management-Structure of Computer installations and information systems with emphasis on data management and data structures; design, creation, editing, updating, sorting, searching, retrieval of sequential and direct-access files-time shared data bases-quality control and recovery.
- o BUAD 316-Computer Hardware and Operations-Comprehensive coverage of computer system hardware components treating both their characteristics and suppliers and an examination of computer system operations including operating systems and job control languages. Student learns to conduct feasibility studies which include system descriptions and operations plans, etc.
- o BUAD 334-Management Problem-Solving and Decision-Making-Emphasis is placed on the internal organization and management of the enterprise. This course exposes the student to the purpose, methodology and techniques used to effectively analyze organizational problems. Applications of systems theory are also explored to enhance student perspective and creativity in problem solving.

4. Staff Position: The direct cost to the Agency for this training will be approximately \$768.00. The funds are available in ODP's 1979 training budget and ODP is prepared to obligate these funds for this purpose. Mr. [REDACTED] will be carried in a duty status during the academic semester. The NE Career Board has reviewed Mr. [REDACTED] request and proposed course of study and has recommended approval.

5. Recommendation: Mr. [REDACTED] has been a strong performer during his Agency career. His most recent Fitness Report cites his enthusiasm, imagination, dedication, and efforts in self-improvement. It is the view of the NE Career Board that he has potential to be a senior manager in ODP. In view of the above it is recommended that you approve one semester of external full time training for Mr. [REDACTED]

Clifford D. May, Jr.

APPROVED:

*151 M. Malanick*  
Deputy Director for Administration

13 Nov. 78

DISTRIBUTION:

Orig & 2 - Adse (Pls return signed Orig. to ODP.)  
2 - O/D/ODP  
1 - ODP Registry  
1 - Subject File

sent to Admin  
1/28.

STATINTL

ODP AS/ [REDACTED] kgc/19Oct78

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SECRET

Approved For Release 2001/08/07 : CIA-RDP84-00933R000300220005-2

## ODP STAFF SUMMARY SHEET

## SUBJECT:

Full-Time External Training -

STATINTL

Mr. [REDACTED]

## PURPOSE OF ACTION:

Obtain DDA approval - as required by current DDA Policy

## ACTION OFFICER:

STATINTL

## REFERENCES:

ODP Fellowship Instruction - currently in draft (below)

STATINTL

Application for Fellowship (approved by Applications Panel)

## RESOURCE PACKAGE &amp; COSTS (If applicable):

## THIS PAPER IS FOR YOUR:

COMPONENT/ OFFICER	INFORMATION/ COMMENT	CONCURRENCE	APPROVAL/ SIGNATURE	INITIALS	DATE
EO	1			GD	20 Oct 78
DD/ODP	X			SDJ	10/23
D/ODP			✓		

## DISCUSSION:

This is the first approved application for an ODP Fellowship. The Fellowship program was announced at ODP Conference in April 78 but no funds were allocated for this purpose until FY-79. The MZ Board referred this Application to the Applications panel for their approval, with the understanding that their approval with suffice. Applications has approved (see back slip from [REDACTED]).

STATINTL

Recommend approval.  
SDJ

G.D.

SIGNATURE OF ACTION OFFICER

DATE

ADD TO OFFICIAL FILE YES ☒ NO ☐

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SECRET

Explanatory Notes

Subject: Self-explanatory - include ODP number if applicable.

Purpose: What will action accomplish, e.g., "Reply to letter from OMB," "Obtain DDA approval to spend \$100M," "Comply with periodic reporting requirements," etc.

Action Officer: Name, organization, extension.

References: List of pertinent references. Copies should be attached in order listed.

Resource Package and Costs: Identify the Resource Package and total costs for each fiscal year if the action involves funds.

Routing: Who should see the action, whether for information, comment, concurrence, or signature/approval. The individual reviewing the action should initial and date where indicated. Place an "x" under the appropriate column for each component. If concurrences are contained on record copy of action, simply refer to the action.

Discussion: Narrative discussion of action - what led up to the action, why is it necessary, what do you want done. The pertinent references should be explained insofar as they relate to this action. If the action itself contains all this information, simply refer to the action.

Signature of Action Officer: Sign and date form.

Classification: Mark at the top and bottom of page, as appropriate.

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- o BUAD 334-Management Problem-Solving and Decision-Making-Emphasis is placed on the internal organization and management of the enterprise. This course exposes the student to the purpose, methodology and techniques used to effectively analyze organizational problems. Applications of systems theory are also explored to enhance student perspective and creativity in problem solving.

STATINTL 4. Staff Position: The direct cost to the Agency for this training will be approximately \$768.00. Additionally, Mr. [REDACTED] will be carried on a duty status during the academic semester. The funds are available in ODP's 1979 training budget and ODP is prepared to obligate these funds for this purpose. The MZ Career Board has reviewed Mr. [REDACTED] request and proposed course of study and has recommended approval. STATINTL

STATINTL 5. Recommendation: Mr. [REDACTED] has been a strong performer during his Agency career. His most recent Fitness Report cites his enthusiasm, imagination, dedication, and efforts in self-improvement. It is the view of the MZ Career Board that he has potential to be a senior manager in ODP. In view of the above it is recommended that you approve one semester of external full time training for Mr. [REDACTED] STATINTL

Clifford D. May, Jr.

APPROVED:

Deputy Director for Administration

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STATINTL

4. Staff Position: The cost to the Agency for this training will be approximately \$768.00. The funds are available in ODP's 1979 training budget and ODP is prepared to obligate these funds for this purpose. The MZ Career Board has reviewed Mr. [REDACTED] request and proposed course of study and has recommended approval.

STATINTL

5. Recommendation: Mr. [REDACTED] has been a strong performer during his Agency career. His most recent Fitness Report cites his enthusiasm, imagination, dedication, and efforts in self-improvement. It is the view of the MZ Career Board that he has potential to be a senior manager in ODP. In view of the above it is recommended that you approve one semester of external full time training for Mr. [REDACTED]

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